



## MEMORANDUM

**TO:** Corporation Technology Coordinators  
Corporation Test Coordinators  
Learning Connection Administrators

**FROM:** Dr. Michele Walker, Director of Student Assessment

**SUBJECT:** ISTAR Data Uploads

**DATE:** September 17, 2010

As you may know, the Indiana Department of Education transitioned the ISTAR Assessment into Learning Connection as of September 7, 2010. Over the past few days, questions have arisen regarding students who cannot be accessed in Learning Connection due to the location where services are provided for these students. In general, the concerns relate to students designated as PK who receive services at both public and non-public facilities. Examples of missing PK students may include: PK students in public school classrooms, PK students in non-public settings (i.e., community early childhood education programs), and PK students who receive one or more therapy services in a public school building.

In order to successfully access these students in Learning Connection, *a manual upload of students must be completed through Learning Connection*. For any missing PK student, the Local Administrator for Learning Connection must utilize a **Manual Import of Student Roster to Learning Connection** and follow these steps :

1. Create a Student Roster of missing students in Excel, and includes the following ***in this order***: School Number, STN, Student Last Name, and Student First Name.
2. Save the file in a Comma Delimited (CSV) format.
3. Log into his/her LC account, and selects Administration.
4. Click on the name of the school.
5. Navigate to the "Imports" tab for the school.
6. Click the "Import" button.
7. Click "browse" and selects the CSV Student Roster file.
8. Select File Type: Student Roster.
9. Select File Format: CSV.
10. Click Upload File.

We anticipate this functionality being available through Learning Connection beginning on **September 22, 2010**.

For additional assistance with this process, please contact the Learning Connection Help Desk by accessing this [link](#) or by calling 317-232-0808.